

Library Services & Technology Act

FY 1998-99 - APPLICATION FORM

Organization/Institution: **Garland Public Library**
Project Title: Initial Library Automation
Project Director's Name: Judy Dalton
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Check Applicable Grant Category

| For Public Libraries Only | | |
|-------------------------------------|---------------------------|--------------------------|
| Basic Technology | Automation Grant X | |
| Enhanced Integrated System | Planning Grant | Technology Grant |
| Enhanced Internet Connectivity | Planning Grant | Technology Grant |
| For All Libraries | | |
| Community Electronic Network | Planning Grant | Technology Grant |
| Partnerships & Cooperative Projects | Planning Grant | Implementation Grant |
| Improved Access to Library Services | Planning Grant | Technology Grant |
| | | Customized Service Grant |

Check Funding Category

X Mini-Grant (to \$7,500) No Match required

Regular
(\$7,501-\$74,999) Match (25%)

Major (\$75,000 and up) Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

| | | |
|---------------------|----------|---|
| Federal LSTA | \$ 7,213 | |
| Match (if required) | \$ | % |
| Total | \$ 7,213 | |

I. SUMMARY

PROJECT TITLE: Initial Library Automation

PROJECT DATES: March 1, 1999 to June 30, 1999

Summary of Project: Our Library automation project includes purchasing the Athena Multi-user System Software, as well as the necessary hardware and other software needed to support and run the system. Our objective is to provide our patrons with a uniform automated system. We still check out books using the old card system, so the need is great. The library wants to increase service and efficiency. This project also supports our Technology Plan.

II PROJECT DESCRIPTION

A. NEEDS STATEMENT: This grant will help the Garland Public Library provide the necessary automation system our patrons deserve. With the automation system our patrons will be able to locate the information they are searching for faster and more accurately, thereby, making the time spent at the library not only informative, but effective and ultimately more enjoyable. The population of Garland is 1,900, and even though we are a small community we support a high school, a middle school, and a elementary school. Eighty percent of our patrons are school aged. The Public Library Development Grant funds will be used to supplement this project. Not only will our patrons be able to locate information more readily, our internal operations will be improved, and staff time can be better spent providing direct assistance to patron's. Staff will be able to collect more accurate records and statistics.

B. PROJECT GOALS AND OBJECTIVES: Our goal is to provide library service to our target patrons which are ages 6 to 18, and subsequently improving service to all patrons. Our goal is to improve the libraries image, which in the past few years has been described as being old and inadequate. Our goal is to rebuild our collection through Public Library Development Funds and to have in place an automation system to keep these records on. Our objective is to increase patron access to our catalog collection. These goals and objectives will provide a way to deliver the information and services that our patrons demand. This project will help us fulfill our goal in educational support, and providing software that will best serve our patrons needs. The following are the items on our checklist that were determined important:

- a. wanted a system that included these features: cataloging, circulation control, OPAC, and inventory functions in one system.
- b. user would be able to easily switch between functions
- c. multi-user so we could network in the future
- d. ability to load as search full text databases
- e. wanted a windows platform
- f. would accept alphanumeric patron and item barcodes
- g. would print patron and item barcode labels
- h. user friendly, not complicated
- i. ability to search record from any keyword, phrase or title
- j. unlimited collection size
- k. to be able to check multiple holding records automatically
- l. ability to check in, check out, reserve, and renew all items
- m. easily add patrons
- n. easily add collection records
- o. ability to print and keep track of overdue books, notices, and fines
- p. individualize loan periods, grace periods, fine amounts
- q. print patron status information, including overdues, reserves, and fines
- r. ability to distinguish between patrons and collection barcodes
- s. ability to inventory
- t. reports of various kinds, collection, patron, ect.
- u. patron privacy

C. PROGRAM/METHODS STATEMENT: It was determined by the library staff and board members

that a catalog/circulation software system was needed. A description was developed of essential and desired features and incorporated into a system evaluation checklist. We researched a list of potential vendors and met with vendors to determine exactly what system would meet the project goals and objectives. The Athena Multi-user System Software was chosen, and will be purchased, along with Athena zMARC:the z39.50 solution, a mini laser, and 25 ft. of extension cable, materials needed for printing of barcode labels, and laminating machine for patron cards. The library director will be manually keying in information and printing the barcode labels, and manually attaching them to collection and preparing patron cards. Our goal is to have entire collection automated.

D. PROJECT TIMETABLE: We expect to be able to start project on March 1, 1999 with an estimated completion date of June 30, 1999. Our technical support comes from the community. We have on our board a retired librarian who is very familiar with automation systems and has been involved with the project every step of the way. The Athena system requires little training, and a training manual will be purchased along with the system. Athena's technical support service is free for the 1st year. We have been telling our patrons for awhile now that we are hoping to receive a grant for the purpose of purchasing an automation system. But with the help of the local newspaper, and a flyer that will be distributed around town and on community bulletin boards, we expect to alert our patrons.

E. EVALUATION STATEMENT: The Athena system will allow our patrons to spend only minutes locating the desired information. Since our project basically involves entering information into the system, evaluation of the project can be assessed as often as desired. The library director will be in charge of inputting the information on the system, so if a problem arises she will then be able to make the adjustments or contact the necessary help if needed. We as a board have followed this evaluation activity: 1) assessed our needs, 2) delegated roles and tasks, 3) recorded our goals and objectives, 4) determined ways to carry out project, 5) evaluated progress so far, 6) assessed project plans if they have changed. In determining what system would be the best for the library we called different libraries around the state of Utah to ask what they and how they liked their choice. The following are some of the comments:

Becky Lopshire and aide Barbara
Salina Public Library

They love it, has everything they need
easy to use for staff and patrons

Guy Durrant
Daggett County School District

Looked at several other programs Athena met the
criteria they wanted, staff loves it , easy to use

Jeri Hare asst. Librarian
Beaver Public Library

Found it easy to use, never used computers before

Mary Jo White
Utah School For The Deaf and The Blind

Highly recommended, met all criteria, easy to use

F. COMMUNITY SUPPORT STATEMENT: The Garland Public Library is lucky in that the community is very supportive of the library. During the annual Wheat & Beet Days the local fireman hold a dinner with all the proceeds going to the library. Our city council has offered their help and assistance. They have made themselves available to the library to locate resources, such as people with the technical background to help put together a project such as this. The library board members have devoted themselves to this project, sifting through information, helping with the evaluation process. Local school teachers have voiced their opinions and shared their experience. The library director has shaped and directed this project from the beginning and is excited and devoted to seeing this phase completed. The project itself has been talked about for the last year, with serious consideration and planning in the last three months, with the actual fact gathering and shaping in the last thirty days. Many of our patrons after hearing about the project have volunteered their resources. Board members were assigned tasks appropriate for the project and would then meet to discuss the findings and direct the project in the proper direction. This step was and will be repeated as necessary. Included and attached are some letters of support from members of the community.

G. FUTURE FUNDING STATEMENT: With automation systems being upgraded regularly, the library realizes and looks forward to the growth that will necessitate upgrading of the Athena system.

The library does have a limited budget, but with careful planning the library does have within its budget the means for the funding of future funding needs.

III. PROPOSED PROJECT BUDGET:

| <u>CATEGORY</u> | <u>LSTA FUNDS</u> |
|--|-------------------|
| A. PERSONNEL EXPENSES: | |
| Salaries and wages | \$ 1,585.00 |
| Employee benefits | 0.00 |
| Subtotal | \$ 1,585.00 |
| B. OPERATING EXPENSES: | |
| Travel | 0.00 |
| Training | \$ 50.00 |
| Material/Supplies | \$ 450.00 |
| Contracted Services | 0.00 |
| Other | 0.00 |
| Subtotal | \$ 500.00 |
| C. EQUIPMENT & CAPITOL OUTLAY EXPENSES: | |
| Computer Hardware | \$ 799.00 |
| Computer Software | \$ 3890.00 |
| Other | \$ 89.00 |
| Subtotal | \$ 4778.00 |
| D. OTHER: | |
| Shipping & Freight | \$ 350.00 |
| Subtotal | \$ 350.00 |
| TOTALS: | \$7213.00 |

IV. DETAILS: PROPOSED PROJECT BUDGET DESCRIPTION

A. PERSONNEL EXPENSES: Library Director - 264 labor hours @ \$ 6.00 per hour totaling \$ 1,585.00
LSTA Funds

The director will be doing the actual keying in of data and applying the barcodes to the collection, and also making the new patron cards with barcode. Three extra hours a day have been allotted to be done while the library is closed.

B. OPERATING EXPENSES: Athena software is easy to use and requires little training, but a training manual will be purchased. Manual provides step by step instruction with technical support for the first year at no charge.

| | | |
|---------------------|----------|------------|
| Training manual | \$ 50.00 | LSTA Funds |
| Barcode labels | \$350.00 | LSTA Funds |
| Lamenating supplies | \$100.00 | LSTA Funds |

C. EQUIPMENT/CAPITAL OUTLAY:

| | | |
|--|-----------|------------|
| Nichols Mini Laser Multi reader | \$ 799.00 | LSTA Funds |
| Athena System Multi-user Software | \$3495.00 | LSTA Funds |
| Athena zMARC: Z39.50 Software Solution | \$ 395.00 | LSTA Funds |
| QRC Lamenating Machine | \$ 50.00 | LSTA Funds |
| 25 ft Extension Cable | \$ 39.00 | LSTA Funds |

D. OTHER EXPENSED:

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|------------------------------|-----------|------------|
| Shipping and Freight charges | \$ 350.00 | LSTA Funds |
|------------------------------|-----------|------------|